



## **USER MANUAL**

**User Manual for Temporary Users of the  
Student and Exchange Visitor Information System  
(How to Complete and Submit the Form DS-3036,  
Exchange Visitor Program Application)**

July 18, 2003

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## **1. INTRODUCTION**

This manual was written as a resource for temporary users of the Student and Exchange Visitor Information System (SEVIS). It provides instructions for users who wish to complete the Department of State (DOS) Form DS-3036, Exchange Visitor Program Application.

### **1.1 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on these students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Department of Homeland Security (DHS), formerly the Immigration and Naturalization Service (INS), and DOS throughout a student's or EV's program in the U.S.

SEVIS enables program sponsors to submit EV program applications; update sponsor information; submit updates to DOS that require approval; and create and update EV and dependent records. The DOS Office of Exchange Coordination and Designation has the capability to review and determine updates made to entities and EV records using SEVIS, and Responsible Officers (ROs) and Alternate Responsible Officers (AROs) will be notified through SEVIS if the application has been approved or not.

This manual contains instructions for accessing SEVIS to obtain a temporary user identification (ID) and password. A temporary user ID and password will enable a user to complete and submit an electronic Form DS-3036 in SEVIS. Form DS-3036 is used by entities when applying to DOS for approval to admit J visa applicants or EVs. The instructions in this manual apply to entities that are seeking initial approval by DOS to admit EVs.

### **1.2 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

## **Exhibit 1: Criminal Penalties**

### **Criminal Penalties**

(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

## **1.3 Glossary**

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

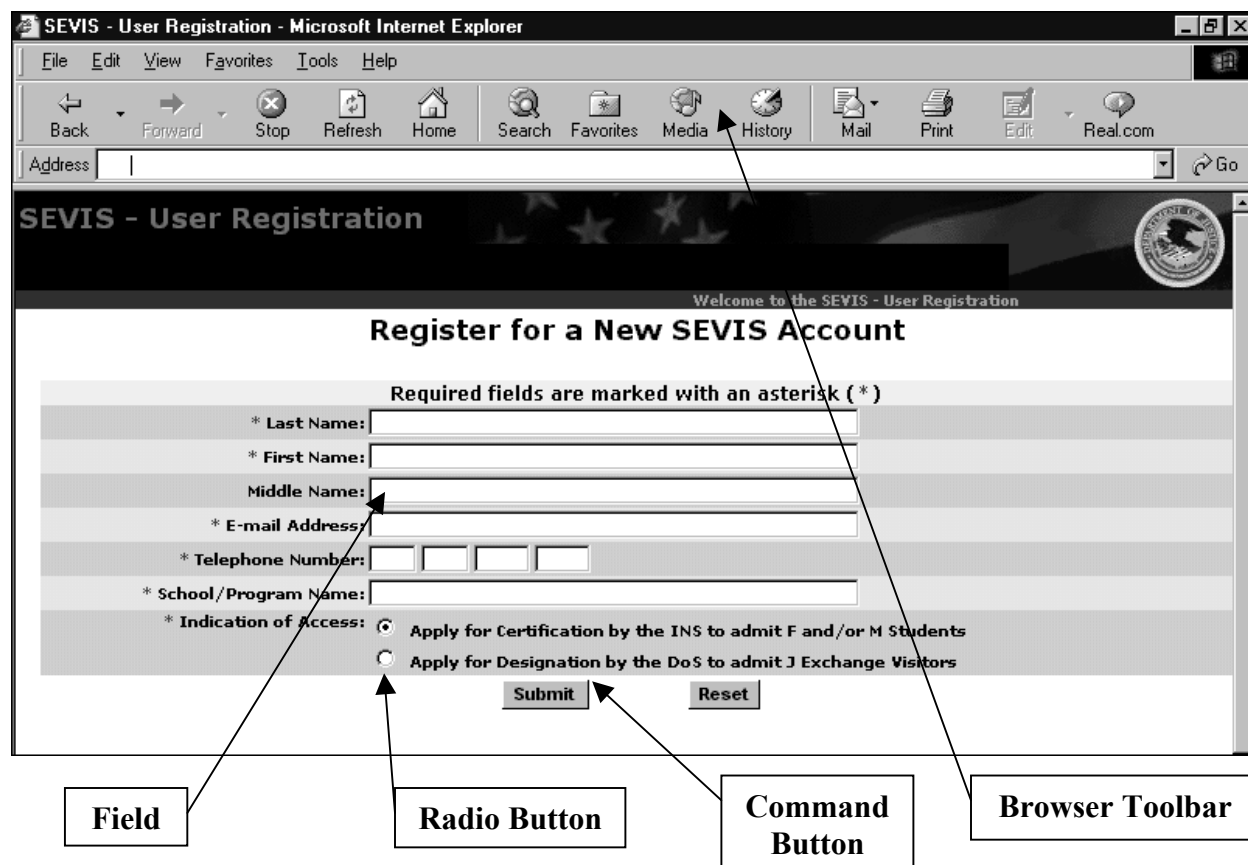
The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password. Directions for completing the designation application (Form DS-3036) are also provided.

### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS User Registration Screen, is an example of the screen that displays when registering for a temporary user ID. It includes fields that must be completed and two radio buttons and two command buttons. The screen components are labeled with the terms used in this manual.

## Exhibit 2: SEVIS User Registration Screen







### 2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.  
**Note:** Please use the navigation bar and the buttons in the SEVIS application rather than the toolbar on the Internet Explorer or Netscape Navigator browser. Errors may occur and information can be lost if the SEVIS navigation bar and buttons are not used.
- **SEVIS Navigation Bar**—The navigation bar on the Temporary User screens lists the following main functions:
  - **Help**—Used to access online help for SEVIS
  - **Tutorial**—Used to view a demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
- **Links**—Click underlined text to advance to a different screen within SEVIS.

### 2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data is displayed.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button  enables you to print a draft copy of the Form DS-3036.
  - **Radio Buttons** —Click to make one selection. Only one radio button can be selected at a time.
- **Other Input Methods**
  - **Check Boxes** —Click to make one or more selections. Click the box again to remove the check mark.
  - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

### 2.1.3 Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics, and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.
2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the Search tab.
2. Type search criteria in the field provided and press the **Enter** key. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.
3. Click a topic name to view the help text for that topic in the right panel.

To hide the left panel, click the **Hide** button in the top right-hand corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.



Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up box. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button on the browser toolbar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button  in the upper right corner of the Help screen.

View a SEVIS demonstration by clicking **Tutorial** on the SEVIS navigation bar. Follow the instructions on the screens of the demonstration.

## **2.2 Accessing SEVIS**

SEVIS requires the use of Microsoft Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat Reader 5.0 or higher. You must have a user ID and password to access the system. The subsequent sections provide instructions for obtaining a temporary user ID, creating a SEVIS password, and completing the Form DS-3036.

## **2.3 Logging In to SEVIS**

When accessing SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a security alert screen displays. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 3, SEVIS Log in Page, is an example of the Login screen.

**Note:** After creating your initial password, use the SEVIS web site to access SEVIS and perform all your SEVIS-related tasks.

### Exhibit 3: SEVIS Log in Page

SEVIS Log in Page

Welcome to the SEVIS Log in Page  
OMB 1115-0252

**Student & Exchange Visitor Information System (SEVIS)**

\*\*\*\*\* WARNING \*\*\*\*\*

\* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU \*  
\* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. \*  
\* All attempts to access and use this system and/or its \*  
\* resources are subject to keystroke monitoring and recording.\*  
\* Everyone using this system expressly consents to such \*  
\* monitoring and is advised that if such reveals possible \*  
\* evidence of criminal activity or abuse of authority, the \*  
\* information will be reported to authorities for action.\*  
\* Unauthorized access attempts or use in excess of documented \*  
\* authority may subject you to a fine and/or imprisonment\*  
\* in accordance with Title 18, USC, Section 1030 or \*  
\* administrative penalties or dismissal. \*  
\*\*\*\*\* WARNING \*\*\*\*\*

User Name:

Password:

[Register for New Account](#)  
[Change Password](#)  
[Request Password Reset](#)

To log into SEVIS, perform the following:

1. Access the SEVIS Log in Page at: <https://egov.immigration.gov/sevis/>
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press the **Enter** key or click the **Login** button. The system displays a screen containing important information about using SEVIS.
5. Read the information and then click the **I Have Read and Understand This Notice** button to continue.

**WARNING:** Be careful when entering a password.

- **Caps Lock**—If you have the **Caps Lock** key on the keyboard turned on and you intend to enter “abcdeF#9” the system reads the following password: ABCDEf#9.
- **Numeric Keypad**—If you are using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.

### **2.3.1 How to Obtain a Temporary User ID**

The SEVIS Log in Page includes a link that is used to obtain a temporary user ID and password. Using a temporary user ID and password, you can access SEVIS and complete the Form DS-3036 for your organization.

Your temporary user ID and password are valid for 30 days following the issuance of the temporary user ID. Prior to submission of the Form DS-3036, you may create, update, and save the draft Form DS-3036. After submitting the Form DS-3036, you may use your temporary user ID and password to access SEVIS and view and print a final copy of the form. Your temporary user ID and password will **not** be valid following approval of your entity's Form DS-3036. When an organization is approved to use SEVIS, the RO and AROs who were identified and assigned a SEVIS role on the original Form DS-3036 will receive their permanent user IDs via email. They will receive a second email containing instructions for creating a password.

**Note:** The Form DS-3036 must be submitted within 30 days of the issuance of your temporary user ID. If the Form DS-3036 is not submitted within 30 days, all the data that was entered will be lost.

To obtain a temporary user ID, perform the following:

1. Click the **Register for New Account** link. The system displays the user registration screen, as shown in Exhibit 4, SEVIS – User Registration Screen.

**Note:** This link is used only to obtain a temporary user ID so that you can complete and submit a new Form DS-3036.

#### **Exhibit 4: SEVIS – User Registration Screen**

**SEVIS - User Registration**

Welcome to the SEVIS - User Registration

### Register for a New SEVIS Account

Required fields are marked with an asterisk (\*)

\* Last Name:

\* First Name:

Middle Name:

\* E-mail Address:

\* Telephone Number:

\* School/Program Name:

\* Indication of Access: ☒ Apply for Certification by the INS to admit F and/or M Students  
☐ Apply for Designation by the DoS to admit J Exchange Visitors

**Apply for Designation Radio Button**


2. At a minimum, complete all fields preceded by a red asterisk (\*).
3. Click the **Apply for Designation by DOS to admit J Exchange Visitors** radio button.
4. Click the **Submit** button. The system will display a message indicating that your temporary user ID will be sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS the first time.

#### **2.3.2 How to Create and Change Passwords**

After receiving a temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be used to create a password for your temporary user ID. To use this link and create your password, perform the following:

1. Click the link contained in the email message. The system will display the Set Password screen as shown in Exhibit 5, SEVIS – Set Password Screen.

## Exhibit 5: SEVIS – Set Password Screen



2. Enter your temporary user ID in the Username field.
3. Enter your password in the Password field. See Section 2.3.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Re-enter your password in the Confirm Password field.
5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password.

**Note:** If a password has **not** been successfully created, an error message will display and instruct you to re-enter the correct password in both fields.

6. Click the **OK** button and the system will display the SEVIS Log in page.

**Note:** After creating your password, use the SEVIS web site (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all your SEVIS-related tasks.

### 2.3.2.1 Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- SEVIS passwords are 8 to 16 characters in length.
- Your password **must** contain uppercase and lowercase alphabetic characters **and** at least one numeric character.
- Special characters are optional (for example, @, #, \$). However, passwords should include at least one special character.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. Below are several examples of acceptable passwords:

Password@1

passW123\$

PASS#wrD3

555pa\$\$WD

- You cannot reuse the previous six passwords.

- SEVIS passwords have a maximum life span of 90 days. After 75 days, when you log into SEVIS, the system displays a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you are logged into the system. If you click the **OK** button, the Change Password screen displays. When you log into SEVIS after 90 days, the system automatically displays the Change Password screen.
- If at any time you feel that your password has been compromised and you are unable to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Use the **Request Password Reset** link on the SEVIS Log in Page or contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

### **2.3.2.2 Change Password Every 90 Days**

You must change your password every 90 days. After 90 days, when you log into SEVIS, the system automatically prompts you to change your password. To change your password, perform the following:

1. Enter your current password in the Old Password field.
2. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
3. Enter your new password again in the Confirm New Password field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

### **2.3.2.3 Change Password Voluntarily**

You may change your password as often as once a week, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system displays the Change Password screen.
2. Enter your SEVIS user ID in the User Name field.
3. Enter your current password in the Old Password field.
4. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
5. Enter your new password again in the Confirm New Password field.
6. Click the **Change Password** button. The system displays the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

**Note:** If at any time you feel that your password has been compromised and you are unable to change it using the **Change Password** link on the SEVIS Log in Page, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

#### **2.3.2.4 Request Password Reset**

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked as a result of three unsuccessful log-in attempts or not having accessed SEVIS for more than 90 days.
- You feel that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following:

1. Click the **Request Password Reset** link on the SEVIS Log in Page. The Request Password Reset screen displays.
2. Enter your SEVIS user ID in the Username field.
3. Click the **Reset Password** button. A message displays informing you that the request has been submitted to SEVIS.
4. An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

#### **2.3.3 Additional Information About the SEVIS Log in Page**

Additional information about the SEVIS Log in Page follows:

- **Reset** button—Click this button to clear any data that you entered.
- **Register for New Account** link—This link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is *not* used to obtain a permanent user ID and password for program sponsor officials.
- **Change Password** link—Use this link to voluntarily change your password. See Section 2.3.2.3, Change Password Voluntarily, for instructions.
- **Request Password Reset** link—Use this link if you have forgotten your password or your SEVIS account is locked. See Section 2.3.2.4, Request Password Reset, for instructions.

**Note:** As a security feature of SEVIS, after 20 minutes of inactivity, your SEVIS session/access will time out and you will have to log in again in order to use SEVIS.

#### **2.3.4 Logging Into SEVIS to Complete the Form DS-3036**

If you do not submit the Form DS-3036 within 30 days, all the data that have been entered on the form will be lost. You may log in and out of SEVIS as often as you wish to create, save,

retrieve, submit, and view the Form DS-3036. Once submitted, the Form DS-3036 will no longer be available for addition or revision of data. To log into SEVIS, perform the following:

1. Enter your user ID in the User Name field.
2. Enter your password in the Password field.
3. Press **Enter** or click the **Login** button. The system displays the Paperwork Reduction Act notice.
4. Read the notice and click the **I Have Read and Understand This Notice** button. The system displays the SEVIS Designation Page 1 screen. If you have already entered data on this page of the designation application, it will be displayed too.

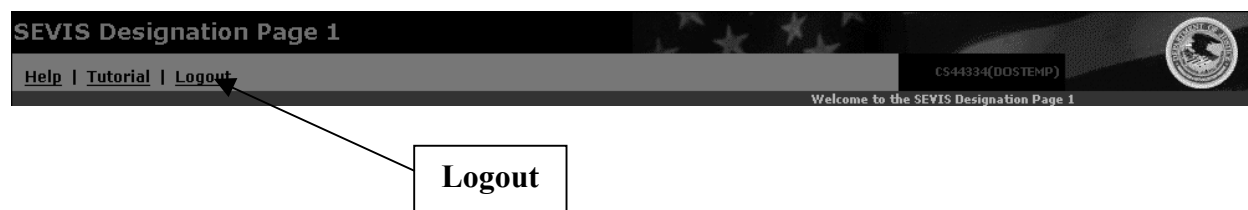
The Login screen has a **Reset** button that clears any data you entered. The screen also includes links to create a new account (this link is only used to obtain a temporary user ID and password) and to change the current password.


**Note:** After 20 minutes of inactivity, your session will time out and any unsaved data will be lost. You will have to log on again in order to use SEVIS.

## 2.4 Logging Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar as shown in Exhibit 6, SEVIS Navigation Bar.

**Exhibit 6: SEVIS Navigation Bar**



**WARNING:** If you click the **Close** button  on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will appear: “A user is already logged on with this user name.” Use **Logout** on the navigation bar to properly exit SEVIS.



## 2.5 Completing the Designation Application (Form DS-3036)

The subsequent sections provide step-by-step instructions for completing the Form DS-3036.

### 2.5.1 Designation Application Page 1

When you log into SEVIS using a temporary user ID and password, a window containing information about the PRA displays. Please review the information enclosed and then click the **I Have Read and Understand This Notice** button. The first page of the designation application will be displayed. Exhibit 7, SEVIS Designation Page 1, is an example of the page. If you have already completed and saved Page 1 of the designation application, the data that you entered will display on the screen when you log into SEVIS.

**Exhibit 7: SEVIS Designation Page 1**

The screenshot displays the 'SEVIS Designation Page 1' web form. At the top, there is a header bar with 'SEVIS Designation Page 1' on the left, navigation links 'Help | Tutorial | Logout' in the center, and 'UC36020(DOS TEMP)' on the right next to a circular seal. Below the header, the form is titled 'U.S. Department of State, Exchange Visitor Program Application-DS-3036' and 'Office of Exchange Coordination and Designation, OMB Approval No.1405-0120, Expiration Date:08-31-2002'. It specifies 'Designation Application [page 1 of 4]' and notes 'Required fields are marked with an asterisk (\*)'. The form is divided into six numbered sections: 1. Name of Sponsoring Organization (text field); 2. Business Address of Sponsoring Organization (fields for Address 1, Address 2, City, State dropdown, and Zip Code); 3. Mailing Address of Sponsoring Organization (if different from Business Address) (fields for Address 1, Address 2, City, State dropdown, and Zip Code); 4. Type of Application (dropdown menu) with a note 'Required if selecting 'Currently Designated' above:' and an 'Existing Program Number' field (X-####); 5. Name and Title of CEO (or equivalent) (fields for Last Name, First Name, Middle Name, Suffix dropdown, and Title); 6. Program Sponsor is a (radio buttons for 'U.S. Federal Government Agency' and 'For-Profit' Organization, each with 'Yes' and 'No' options). At the bottom, there are buttons for 'Save Draft', 'Reset Values', 'Next', and 'Print Draft'. The date '11/22/2002 (Friday)' is printed at the very bottom of the page.

Below is a list of the sections and/or fields on Page 1 and a brief description or explanation for each. An asterisk precedes the sections and/or fields that must be completed. To complete Page 1 of the Form DS-3036, enter the following data:

Field	Description/Explanation
* 1. Name of Sponsoring Organization	The full name, without abbreviations, of the organization applying for designation as an EV sponsor. This is the name that will print on the Forms DS-2019.  <b>Note:</b> Currently designated sponsors must enter the official name of their organization as taken from the last letter of designation or redesignation.
* 2. Business Address of Sponsoring Organization	The address that represents the physical location of the sponsoring organization. No post office box number should be used in this address.
3. Mailing Address of Sponsoring Organization (if different from Business Address)	Enter a mailing address only if it differs from the business address. A post office box number is valid in this address.
* 4. Type of Application	The “Type of Application” will be “New” for organizations that are: <ul style="list-style-type: none"> <li>• Not already designated as a sponsor</li> <li>• Designated sponsors applying for sponsorship in a category that requires a separate application</li> </ul> Select “Currently Designated Sponsor” only if you represent a designated sponsor, filling out the form to enter your program’s current data into SEVIS <i>without changes</i> .  <b>Note:</b> Currently designated sponsors should enter their existing data into SEVIS <i>before</i> attempting to apply for designation in a new category.
* Existing Program Number	If you selected “Currently Designated Sponsor” as “Type of Application,” you must enter the Program Number as it appears on your Designation letter. This number has the following format: <p style="text-align: center;">X-m-nnnn</p> Where: <ul style="list-style-type: none"> <li>• <b>X</b> is the letter ‘P’ or ‘G’</li> <li>• <b>m</b> is a digit in the range of 1 through 5</li> </ul>

Field	Description/Explanation
	<ul style="list-style-type: none"> <li>n is a digit in the range of 0 through 9</li> </ul> <p>Enter the two hyphens as well as the letter and the digits (for example, P-1-1234). Do not complete this field if you selected “New” as “Type of Application.”</p> <p><b>Note:</b> The program number format is changing from four digits (nnnn), to five digits. SEVIS will automatically add a 0 (zero) to the beginning of the program number for currently designated sponsors (for example, P-1-01234).</p>
* 5. Name and Title of CEO (or equivalent)	The person with the title of Chief Executive Officer (CEO) of the applicant organization. If the organization does not use that title, the name of the person who occupies the equivalent position will be given, along with the title of that position. For example, the equivalent position might be called President, Director, or Dean.
*Last Name	The surname of the CEO or person who occupies the equivalent position.
*First Name	The first name of the CEO or person who occupies the equivalent position.
Middle Name	The middle name of the CEO or person who occupies the equivalent position. May be left blank if the person has no middle name, or the middle name is unknown.
*Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer not CEO).
* 6. Program Sponsor is a	
U.S. Federal Government Agency	<p>Federal agencies should select “Yes.”</p> <p>Profit-making organizations should select “No.”</p> <p>State government organizations, and non-profit, non-governmental organizations, should select “No.”</p>
‘For Profit’ Organization	<p>Federal agencies should select “No.”</p> <p>Profit-making organizations should select “Yes.”</p> <p>State government organizations, and non-profit, non-governmental organizations, should select “No.”</p>

Select one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 1, you may click this button to save the data that you have entered and then log out of SEVIS.  <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the <b>Next</b> button.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have entered on this page and advance to Page 2 of the designation application.
<b>Print Draft</b>	Click this button to print a draft copy of the designation application.

### **2.5.2 Designation Application Page 2**

Exhibit 8, SEVIS Designation Page 2, shows a blank copy of Page 2 of the designation application.

## Exhibit 8: SEVIS Designation Page 2

**SEVIS Designation Page 2**

[Help](#) | [Tutorial](#) | [Logout](#)

UC36020(DOSTEMP)

Welcome to the SEVIS Designation Page 2

**Designation Application [page 2 of 4]**  
Required fields are marked with an asterisk (\*)

**7. \*Participation by Category (Indicate total number and approximate duration of participation in each category):**

Type	Number	Duration	Type	Number	Duration
1A. Student, Secondary	<input type="text"/>	<input type="text"/> MONTH(S)	7. Government Visitor	<input type="text"/>	<input type="text"/> MONTH(S)
1B. Student, College/University	<input type="text"/>	<input type="text"/> MONTH(S)	8. Research Scholar	<input type="text"/>	<input type="text"/> MONTH(S)
2A. Trainee, Specialty	<input type="text"/>	<input type="text"/> MONTH(S)	9. Short-term Scholar	<input type="text"/>	<input type="text"/> MONTH(S)
2B. Trainee, Non-specialty	<input type="text"/>	<input type="text"/> MONTH(S)	10. Specialist	<input type="text"/>	<input type="text"/> MONTH(S)
3. Teacher	<input type="text"/>	<input type="text"/> MONTH(S)	11. Camp Counselor	<input type="text"/>	<input type="text"/> MONTH(S)
4. Professor	<input type="text"/>	<input type="text"/> MONTH(S)	12. Summer Work/Travel	<input type="text"/>	<input type="text"/> MONTH(S)
5. International Visitor	<input type="text"/>	<input type="text"/> MONTH(S)	13. Au Pair	<input type="text"/>	<input type="text"/> MONTH(S)
6. Alien Physician	<input type="text"/>	<input type="text"/> MONTH(S)			

**8. \*Training Program (if the category selected is trainee):**

Arts and Culture

Information Media and Communicationsif selected, enter  
FAA Certification Number  
under 14 CFR part 141:  Expiration date:  (MM/DD/YYYY)

if FAA certified, select

☐ Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation☐ Applied for Accreditation☒ Clear SelectionThe Sciences, Engineering, Architecture, Mathematics and Industrial Occupations    

11/22/2002 (Friday)

Below is an explanation of Section 7, Participation by Category, on Page 2. This section must be completed by entering the following data:

Section	Description/Explanation
* 7. Participation by Category (indicate total number and approximate duration of participation in each category.)	<p>An entity can request authorization to sponsor EVs in 1 or more of 13 categories. For each category for which an entity is applying, enter the number of EVs expected in that category in the Number column.</p> <p><b>Note:</b> The regulations (22 Code of Federal Regulations [CFR] 62.8) require sponsors other than the Federal Government to have no fewer than five EVs per calendar year.</p> <p>In the next box, enter the duration of the EV participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.</p> <p><b>Note:</b> Currently designated sponsors must complete the electronic Form DS-3036 based on current designation.</p>

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
Student, Secondary (1A)  <b>Note:</b> This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	<p><u>Secondary school students</u> (22 CFR 62.25). A separate application must be completed for this sub-category, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must be:</p> <ol style="list-style-type: none"><li>1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country</li><li>2. At least 15 but not more than 18 ½ years of age at the time of initial school enrollment</li><li>3. Without previous participation as an EV for high school studies in the U.S.</li></ol> <p>Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.</p> <p>The <u>duration of participation</u> for secondary school students is a minimum of 1 academic semester and a maximum of 1 academic year.</p>

Category	Description/Explanation
Student, College/University (1B)	<p><u>College and University Students</u> (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the U.S. Academic training is permitted, if approved by the sponsor, but study must be the primary purpose of the EV's program in the U.S. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).</p> <p>The <u>duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the <u>duration of participation</u> shall not exceed 24 months.</p>
Trainee, Specialty (2A) Trainee, Non-specialty (2B)	<p>A separate application must be completed for this category. Furthermore, an aviation-training program must be submitted as a separate application. For example, if the applicant wishes to conduct training programs in "Aviation" and "The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations," two applications must be submitted through two temporary user IDs.</p> <p>Although training often occurs in a work-place setting, the training must be <i>bona fide</i>, and not merely employment. Generic training plans for each requested training occupation must be submitted with the application. Designated sponsors are required to ensure that <i>individual</i> training plans are prepared for selected trainees and that continuous supervision and periodic evaluation is provided.</p> <p>The <u>maximum duration of participation</u> is 24 months for flight-training programs, and 18 months for all other training programs. <b>Note:</b> Schools with flight-training programs should specify 24 months only if they have the Air Transport Pilot rating on their Federal Aviation Administration (FAA) certificate. All other flight-training programs should specify no more than 18 months.</p> <p><b>Note:</b> Section 8 on the electronic Form DS-3036 must be completed (Training Program) if this category is</p>

Category	Description/Explanation
	selected.
Teacher (3)	<p>A separate application must be completed for this category. This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy <b>all</b> of the following:</p> <ol style="list-style-type: none"> <li>1. Meet the qualifications for teaching in primary or secondary schools in his or her home country</li> <li>2. Satisfy the standards of the U.S. state in which he or she will teach</li> <li>3. Have a minimum of 3 years of teaching or related professional experience</li> </ol> <p>Letters from the State Department of Education for each state in which foreign teachers will be placed must be submitted to the Department with the application.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years.</p>
Professor (4)	<p>This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the sponsor.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years.</p>
International Visitor (5)	<p>This category (22 CFR 62.28) is reserved for the U.S. Department of State use. "International Visitors" are potential or recognized leaders in their own countries.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 1 year.</p>
Alien Physician (6)	<p>This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a clinical exchange program. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only program sponsor authorized to use this category. All foreign physicians in this category must successfully complete ECFMG-administered examinations that</p>



Category	Description/Explanation
	<p>measure their command of the medical sciences. All foreign physicians are subject to the 2-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act.</p> <p><b>Note:</b> The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarians, dentists, or nurses.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 7 years.</p>
Government Visitor (7)	<p>This category (22 CFR 62.29) is reserved for use by Federal, state, or local Government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, state, or local Governmental agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 18 months.</p>
Research Scholar (8)	<p>Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years.</p>
Short-term Scholar (9)	<p>A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the U.S. on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 6 months. No extensions will be permitted.</p>

Category	Description/Explanation
Specialist (10)	<p>This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the U.S. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>
Camp Counselor (11)	<p>A separate application must be completed for this category (22 CFR 62.30), which facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall sponsors facilitate the entry into the U.S. of a participant for whom a camp placement has not been pre-arranged.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 4 months.</p>
Summer Work/Travel (12)	<p>A separate application must be completed for this category (Subpart G; new regulations were published in the <i>Federal Register</i> on March 28, 1996). This program is designed to achieve the educational objectives of international exchange by involving university students during their summer vacations directly in the daily life of the U.S. through travel and temporary employment opportunities.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.</p>
Au Pair (13)	<p>A separate application must be completed for this category (22 CFR 62.31). The Au Pair Program is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited childcare services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent.</p> <p>The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>

Below is an explanation of Section 8, Training Program, on Page 2 of the electronic Form DS-3036. This section must be completed if the trainee category was selected in Section 7, Participation by Category. To complete Section 8, enter the following data:

Section	Description/Explanation
* 8. Training Program (if the category selected is trainee)	<p>Training will be limited to the occupational category or categories for which the sponsor has obtained, or wishes to obtain the Department's designation. Select one or more training programs in Section 8. For each one chosen, click the down arrow and select "Specialty," "Non-specialty," or "Both" ("Aviation" can only be "non-specialty"). If "Other" is selected, enter an explanation in the text box.</p> <p>If "Aviation" is selected, enter the FAA certification number and the certification expiration date. Also specify, by selecting one of the radio buttons, that the program is accredited, or that an accreditation application has been submitted. <b>Note:</b> If you select one of these radio buttons by mistake, select the <b>Clear Selection</b> button.</p> <p><b>Note:</b> An aviation-training program, which can only be non-specialty, requires a separate application.</p>

Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page.
<b>Previous</b>	Click this button to return to the previous page of the designation application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to Page 3 of the designation application.
<b>Print Draft</b>	Click this button to print a draft copy of the designation application.

### 2.5.3 Designation Application Page 3

Exhibit 9, SEVIS Designation Page 3, shows a blank copy of Page 3 of the designation application.



Below is a list of the fields on Page 3 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete Page 3 of the Form DS-3036, enter the following data:

Field	Description/Explanation
* 9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.	<p>No more than 500 characters can be entered into this field, and many applicants will find it difficult or impossible to supply all the requested information in this space. In such cases, use the text field to address, at least briefly, each of the six categories listed below. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail." Mail the relevant documents with the signed and notarized printed copy of the Form DS-3036 with the required fee and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036.</p> <ol style="list-style-type: none"><li>1. Selection of Exchange Visitors (22 CFR 62.10(a))</li><li>2. Program Costs/Fees and Deposits/Refunds</li><li>3. Program Funding/Financial Support</li><li>4. Health Care Insurance (22 CFR 62.14)</li><li>5. Orientation (22 CFR 62.19)</li><li>6. Consortium Information</li></ol>
* 10. Purpose or Objective	<p>Provide information about the program's purpose and objectives. Explain how the program will promote better understanding and improve communications between people in the U.S. and other nations of the world through international educational and cultural exchange.</p>
* 11. Outline of Proposed Activities	<p>Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural, and social activities. Please describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions.</p> <p><b>Note:</b> Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.</p>

Field	Description/Explanation
<p>* 12. Arrangements for Supervision</p>	<p>Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10).</p> <ol style="list-style-type: none"> <li>1. Describe provisions for the supervision, evaluation, and monitoring of the participants and host families, as applicable. For Secondary School Programs, also include information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulations 62.25(d)(2).</li> <li>2. Can participants contact the sponsor without difficulty in cases of emergency? Give details.</li> <li>3. Provide details regarding where participants will stay while in the U.S. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable.</li> <li>4. If there are written materials that define precisely the purpose and objectives of the program, as well as the financial arrangements under which it is to be administered, please enclose a copy with the application. Post-secondary educational institutions shall include a copy of any current agreements, if applicable.</li> </ol>
<p>* 13. Role of Other Organizations Associated with Programs (if any)</p>	<p>Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Please advise if any of these organizations have their own designations to carry out an exchange program.</p> <p><b>Note:</b> This field is mandatory, so enter "N/A" if it does not apply.</p>
<p>* 14. Citizenship</p>	<p>In the empty text box below "Citizenship," fill in the <i>title</i> of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name.</p>

Select from one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page.
<b>Previous</b>	Click this button to return to the previous page of the designation application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to Page 4 of the designation application.
<b>Print Draft</b>	Click this button to print a draft copy of the designation application.

#### **2.5.4 Designation Application Page 4**

Page 4 provides you with the ability to add or update the program sponsor official's data or delete their record prior to submitting the Form DS-3036. You must add one official and designate him or her as the RO. SEVIS allows the addition of a maximum of 10 AROs for each program; however, DOS reserves the right to limit the number.

**Note:** SEVIS automatically saves your data when you are on Page 4 and log off of the system. Prior to submitting the Form DS-3036, you may log on and log off of SEVIS as many times as you wish. Remember, your temporary user ID is only valid for 30 days; you must submit the electronic form within 30 days of the issuance of your user ID.

Exhibit 10, SEVIS Designation Page 4—Before Adding an Official, shows a sample copy of Page 4 of the designation application.

## Exhibit 10: SEVIS Designation Page 4 — Before Adding an Official

The screenshot displays the 'SEVIS Designation Page 4' interface. At the top, there is a header with 'Help | Tutorial | Logout' and a user ID 'UC36028(DOSTEMP)'. Below this is a 'Welcome to the SEVIS Designation Page 4' message. The main section is titled 'Designation Application - Official Information [page 4 of 4]'. It features a table with columns: 'Official Name', 'Role', 'Title', 'Telephone', 'Fax', 'Email Address', and 'Actions'. Under the 'Official Name' column, there are two links: 'Add New Official' and 'Add Existing Official'. Below the table, there is a note: 'Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.' Below the note is a warning: 'WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.' At the bottom of the form, there are three buttons: 'Previous', 'Submit', and 'Print Draft'. The date '11/22/2002 (Friday)' is displayed. Two callout boxes with arrows point to the 'Add New Official' and 'Add Existing Official' links, labeling them as 'Add New Official Link' and 'Add Existing Official Link' respectively.

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
<a href="#">Add New Official</a>						
<a href="#">Add Existing Official</a>						

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.

WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.

[Previous](#)   [Submit](#)   [Print Draft](#)

11/22/2002 (Friday)

**Add New Official**  
**Link**

**Add Existing Official**  
**Link**

### 2.5.4.1 Add Program Sponsor Official

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add program sponsor officials and assign them SEVIS roles, you must first use the Add New Official link that is available on Page 4 of the Form DS-3036. To add officials, perform the following:

1. Click the **Add New Official** link below the Official Name column. The system displays the Add Official screen, as shown in Exhibit 11, Add Official Screen.



## Exhibit 11: Add Official Screen

2. Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that you must complete.

Field	Description/Explanation
* Last Name	The surname or family name of a person.
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or legal permanent resident (LPR).
* If LPR, please enter the person's 'A'-number	Enter the alien number if the RO or ARO is an LPR of the U.S. Enter the complete A-Number, including the "A". If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions: <ol style="list-style-type: none"> <li>1. Check the original number carefully. If it had nine digits, correct your SEVIS entry.</li> <li>2. If it had eight digits, it is a valid number. Enter it</li> </ol>

	into SEVIS by adding a zero to the beginning of it (many existing A-Numbers are only eight digits long).  3. If it had less than eight digits, it is invalid and cannot be entered. Query the official to obtain his or her valid number.
* Role	Each official identified on a SEVIS designation application must play one of two roles: RO or ARO. Only one RO is allowed per program.
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* Telephone Number	A valid telephone number, including the three-digit area code, and an extension if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in communicating between DOS and the applicant.
* Email Address	A valid email address. SEVIS user ID and password instructions will be mailed to this address. <b>Note:</b> Email addresses are not valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).

Select one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this program sponsor official. The system will display Page 4 of the designation application and the information for the official that was added will be included in the list of officials. To add additional program sponsor officials, click the <b><u>Add New Official</u></b> link again and repeat the process described above.  <b>Note:</b> Exhibit 12, SEVIS Designation Page 4—After Adding an Official, is an example of the screen that displays after an RO has been added to the Form DS-3036.
<b>Cancel</b>	Click this button to return to Page 4 of the designation application.

## Exhibit 12: SEVIS Designation Page 4 — After Adding an Official

The screenshot displays the 'SEVIS Designation Page 4' interface. At the top, there is a navigation bar with 'Help | Tutorial | Logout' and a user ID 'UC36020(DOSTEMP)'. The main heading is 'Designation Application - Official Information [page 4 of 4]'. Below this is a table with columns: Official Name, Role, Title, Telephone, Fax, Email Address, and Actions. The table contains one entry for Susan Simmons, RO, Director, with telephone 111-555-1111 and email Susan.Simmons@hrc.com. Below the table are links for 'Add New Official' and 'Add Existing Official'. A note states: 'Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.' A warning follows: 'WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.' At the bottom are buttons for 'Previous', 'Submit', and 'Print Draft', and a date stamp '11/22/2002 (Friday)'.

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
Susan Simmons	RO	Director	111-555-1111		Susan.Simmons@hrc.com	<a href="#">Update</a> <a href="#">Delete</a>

[Add New Official](#)   [Add Existing Official](#)

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.

WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.

[Previous](#)   [Submit](#)   [Print Draft](#)

11/22/2002 (Friday)

When finished adding program sponsor officials, click one of the following buttons on Page 4:

<b>Previous</b>	Click this button to return to the previous page of the designation application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the data that you entered on this page will be lost.
<b>Submit</b>	Click this button to submit the designation application to DOS for processing. See Section 2.5.4.6, Submission of the Designation Application and Notification of Approval/Denial, for additional information.
<b>Print Draft</b>	Click this button to print a draft copy of the designation application.

### 2.5.4.2 Add Existing Official

There are program sponsor personnel who are active SEVIS users because of their affiliation with another program. To add an existing program sponsor official and assign him or her a SEVIS role, perform the following:

1. Click the **Add Existing Official** link below the Title column. The system displays the Designation – Add Existing Official screen, as shown in Exhibit 13, Adding an Existing Official Screen.

### Exhibit 13: Adding an Existing Official Screen

SEVIS Designation Page 4 - Adding An Existing Official

Help | Tutorial | Logout

1h77134 (DOSTEMP)

Welcome to the SEVIS Designation Page 4 - Adding An Existing Official

Designation - Add Existing Official  
Required fields are marked with an asterisk (\*)  
The Official has an existing account in SEVIS. Please enter the account information below.

\* Account Userid:

Ok Cancel

07/16/2003 (Wednesday)

2. Enter the current user's SEVIS user ID in the Account Userid field and click the **OK** button. The system displays another Adding Existing Official screen.
3. Review the user name and select the role of the official, RO or ARO.

Select one of the following buttons:

<b>Add Official</b>	Click this button to save the data entered for this program sponsor official. The system will display Page 4 of the designation application and the information for the official that was added will be included in the list of officials. To add additional existing program sponsor officials, click the <b>Add Existing Official</b> link again and repeat the process described above.
<b>Cancel</b>	Click this button to return to Page 4 of the designation application.

#### 2.5.4.3 Update a Program Sponsor Official's Record

You may update the data for a program sponsor official on Page 4 (for example, enter a correct email address) before submitting the Form DS-3036. To update a program sponsor official's SEVIS record, perform the following:

1. Click the **Update** link to the right of the program sponsor official's name. The system displays the Designation Application Update Official screen, including the official's current data.
2. Make the necessary changes to the record. **Note:** The user's role may be changed using this screen.
3. Click the **Update Official** button to confirm the submission of the changes. The system updates the official's record and Page 4 of the designation application will be displayed.

#### **2.5.4.4 Delete a Program Sponsor Official**

You may delete the record for a program sponsor official on Page 4 before submitting the Form DS-3036. Use this procedure only if this official will not be a SEVIS user for your program. To delete a program sponsor official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the program sponsor official's name. The system displays the Designation Application Delete Official screen, which includes the data for the official whose record you wish to delete.
2. Click the **Delete Official** button to confirm the deletion of this official. The system displays Page 4; you can see that the official's name has been removed from the list of officials.

Select one of the following buttons:



<b>Previous</b>	Click this button to return to the previous page of the designation application.
<b>Submit</b>	<p>Click this button to submit the Form DS-3036 to DOS for review. Once submitted, you will not be able to make changes to the form.</p> <p>If this is the first time the entity is applying for designation, supporting documentation must be sent to DOS. See Section 2.5.4.6, Submission of the Form DS-3036 and Notification of Approval/Denial, for additional information.</p> <p>Currently designated sponsors <b>do not</b> mail anything to DOS at this time. If necessary, DOS will contact you with further instructions regarding the designation process. See Section 2.5.4.6, Submission of the Form DS-3036 and Notification of Approval/Denial, for additional information.</p> <p><b>Note:</b> Until the Form DS-3036 is reviewed and approved or denied, you may log into the system using your temporary user ID and password and view or print the Form DS-3036.</p>
<b>Print Draft</b>	<p>Click this button to print a draft copy of the designation application.</p> <p><b>Note:</b> Following submission, you can print a final Form DS-3036 (DRAFT is removed from the top of the form).</p>

#### **2.5.4.5 Print the Designation Application**

You may print a draft copy of the Form DS-3036 from any screen that has a **Print Draft** button. A draft copy of the SEVIS Form DS-3036 can be identified by the word "draft" printed at the top of each page of the form. Following submission of the Form DS-3036, you may use these procedures to print a final copy of the form. To print the Form DS-3036, perform the following:

1. Click the **Print Draft** button on any page. Another browser window opens and the Form DS-3036 is displayed using the Adobe Acrobat Reader from which a copy of the Form DS-3036 may be sent to a designated printer.

**Note:** During the launch of Acrobat Reader, a File Download window may be displayed. To eliminate this window from displaying in the future, click in the box next to “always ask before opening this type of file” to remove the check mark. Select the **Open** button to view the Form DS-3036.

2. When the Form DS-3036 displays in the Acrobat Reader window, use the scroll bar on the right side of the window to view additional pages of the application.
3. Click the print button  on the Acrobat Reader toolbar. The print window appears.
4. Ensure that the name of the printer used to print the form is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form DS-3036 will be printed on the designated printer.
6. Click the **Close** button  on the Acrobat Reader to close the window.

#### **2.5.4.6 Submission of the Form DS-3036**

To submit the electronic Form DS-3036, click the **Submit** button on Page 4 of the designation application. The system will display one of two messages indicating that the form has been submitted to DOS. If you are a currently designated sponsor, the message states that you **DO NOT** mail anything to DOS at this time. DOS will contact you with further instructions regarding the designation process.

If this is your first time applying for designation, you may wish to print the message, which contains the following information:

1. *You must print a copy of the Form DS-3036 and mail the signed form to DOS at the address shown on the screen.*
2. *You need to send supporting documentation to the same address.* (See Section 2.5.4.6.1, Supporting Documentation, for the list of documents.)
3. *Your application will be deleted from the system if DOS does not receive the formal, signed application within 30 calendar days of submission of the electronic Form DS-3036.*

See Attachment A, Email Notice from the U.S. Department of State, for additional information regarding designation as an Exchange Visitor Program sponsor.

#### **2.5.4.6.1 SUPPORTING DOCUMENTATION**

The supporting documentation that **must** be submitted with the signed Form DS-3036 includes the following:

1. The signed and notarized Citizenship statements for the proposed AROs.
2. A nonrefundable fee of \$799, made payable to the Department of State.
3. A copy of a current audit report with "audit notes" prepared by an independent Certified Public Accountant Firm is enclosed. If the organization is newly formed, the applicant may submit an audited financial statement or compilation prepared by an independent Certified Public Accountant Firm and documentation to show that the organization has been

capitalized with sufficient funds to cover general operating expenses as well as sufficient funds to cover the costs associated with an exchange.

4. A copy of the medical insurance policy being offered to program participants.
5. An organizational chart and a list of the staff to be assigned to administer the exchange program.
6. Sample copies of all pre-arrival and arrival orientation information (22 CFR 62.10) to be distributed to program participants are submitted.
7. A copy of the application to be completed by a participant is included.
8. Copies of all agreements or contracts to be signed by program participants or third party organizations.
9. In addition, attach or append the following to your application, as applicable:
  - Articles of Incorporation (True Copy)
  - By-Laws (True Copy)
  - State Charter (True Copy)
  - Current Certificate of Good Standing or Certificate of Existence
  - Copies of appropriate licenses required by Federal and State government
  - Evidence of Tax exempt status (Section 501(c)(3) of the Internal Revenue Service Code)
  - Evidence of Accreditation if a post-secondary educational institution

**Secondary School Programs:** If you are submitting an application for a Secondary School Program, please also provide:

1. Information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulation 62.25(d)(2).
2. Information/details on host family screening, selection, and placement as specified by regulations 62.25(j) and 62.25(l).
3. A copy of your organizations host family application for the prospective exchange visitor program.
4. Information regarding orientation to be provided to secondary school students and their host families, prior to the students' departure from their home countries and after students have arrived in the US (62.25(g) and 62.25(d))

**Training Programs:** If you are submitting an application for a Training Program, please also provide:

1. Written confirmation that potential trainees will be provided with the following general pre-arrival information
  - a. A written statement that clearly states the stipend, if any, to be paid to the trainees.
  - b. The costs and fees for which the trainee will be obligated.
  - c. An estimate of the living expenses during the duration of the trainees' stay.
  - d. A summary of the training program that recites the training objectives and all significant components of the training program.

2. A training plan for each occupational category, training level (specialty or skilled non-specialty) and each training program duration (e.g. 6, 12, and 18 months) selected.
3. Notarized Certification of Training (22 CFR 62.22(f)(4)(i - iii))
4. A copy of a sample third party agreement (if applicable)
5. Name, address, and telephone numbers of the third party organization(s) (if applicable)
6. A copy of the mid and final evaluation report forms.
7. A copy of your organization's application form that will be submitted by a potential trainee.

If applying for a **flight-training program**, you must also include the following:

1. A copy of your flight school's FAA Certificate, which includes all ratings for flight training and must be provided under FAA Part 141 including the Airline Transport Pilot Certificate.
2. Documentary evidence of accreditation or proof of filing an Application for Accreditation for flight training.
3. A copy of the 1-20 Authorization Letter from the DHS, formerly INS, to illustrate prior experience in administering international exchanges.

The application, along with the supporting documentation, must be mailed to the following address:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4th Street, S.W., Room 734 (SA-44)  
Washington, DC 20547

#### **2.5.4.7 Notification of Approval/Denial**

Once DOS reviews the application, the following outcomes are possible:

- If the application is approved, the RO and the individual that submitted the Form DS-3036 (if different) will receive approval notification via email. In addition, all registered program sponsor officials will receive their permanent IDs and instructions on creating a password via email. Included in the ID issuance emails will be information on the specific program sponsor official reporting requirements and update responsibilities associated with SEVIS.
- If additional information is required for processing your application, the temporary user will receive an email indicating this. A letter outlining the need for additional information will be sent via mail. When DOS receives the information, SEVIS will send an email to the applicant indicating that the material has been received and the review process will continue.



- If your application is denied, the temporary user will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

### **3. OPERATING INSTRUCTIONS**

#### **3.1 Initiate Operation**

You will access SEVIS via the Internet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Navigator Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.


To log into SEVIS, perform the following:


1. Access the Internet and go to the SEVIS web site at <https://egov.immigration.gov/sevis/>.
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press **Enter** or click the **Login** button.

**Note:** SEVIS accesses and processes data in real time. The system may respond more slowly depending on the number of users on SEVIS.

#### **3.2 Maintain Operation**

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

If SEVIS locks up at any time, click the **Close** button  in the upper right hand corner of the browser window to close the application.

**WARNING:** If you click the **Close** button  on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will appear: “A user is already logged on with this user name.” Use **Logout** on the navigation bar to properly exit SEVIS.

#### **3.3 Terminate and Restart Operations**

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts.

### **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by

providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the Log in page. When returned to the Log in page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk at 1-800-892-4829.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

<b>ACRONYM</b>	<b>DEFINITION</b>
ARO	Alternate Responsible Officer
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DHS	Department of Homeland Security
DOS	Department of State
ECFMG	Educational Commission for Foreign Medical Graduates
EV	exchange visitor
FAA	Federal Aviation Administration
ID	identification
INS	Immigration and Naturalization Service
LPR	legal permanent resident
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
U.S.	United States

**ATTACHMENT A—EMAIL NOTICE FROM THE U.S. DEPARTMENT OF  
STATE**

\* \* \* \* DO NOT RESPOND TO THIS EMAIL \* \* \* \*

You have just received a message from the Office of Exchange Coordination and Designation, U.S. Department of State, concerning your exchange visitor program. This email is intended to provide you with information relative to the administration of the Exchange Visitor Program and not to solicit a dialogue with the sponsor. Any response to this email, or messages sent to this address, will automatically be deleted without response. However, you may contact our office as follows:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
United States Department of State  
301 4th Street, S.W., Room 734 (SA-44)  
Washington, D.C. 20547  
Telephone: 202/401-9810  
Facsimile: 202/401-9809  
Website: <<http://exchanges.state.gov/education/jexchanges/>>

If you have SEVIS related questions, you may contact the SEVIS Help Desk at:

1-800-892-4829

#### EMAIL NOTICE TO NEW APPLICANTS

Dear Applicant:

U.S. Department of State SEVIS records indicate that you completed a Form DS-3036 (Exchange Visitor Program Application) as part of your application for consideration to become a designated sponsor of an exchange visitor program (J-visa). To complete the application process, you now need to prepare and submit a complete application and the required non-refundable fee of \$799 within 30 days of the date the Form DS-3036 was electronically submitted in SEVIS.

In assembling the paper application and supporting documents for submission to the Department please review the User Manual for Temporary Users of the Student and Exchange Visitor Information System. The Manual may be accessed from our website at <<http://exchanges.state.gov/education/jexchanges>>. Please ensure that you have responded in detail to all questions and/or provided documentation in response to the questions identified on pages 22 and 23.

WARNING: Your application will automatically be deleted from SEVIS if the Department of State does not receive the formal, signed application within 30 calendar days of submission of the electronic Form DS-3036.

To be eligible for designation, an organization must demonstrate, to the satisfaction of the Department, its ability to comply with and remain in continual compliance with all provisions of 22 CFR Part 62 and to meet at all times its financial obligations and responsibilities attendant to successful sponsorship of its exchange program.

Consideration for designation as an Exchange Visitor Program sponsor will not be considered if an applicant cannot meet the following two prerequisites:

1. Previous Experience in the Field of International Exchange

The application shall set forth, in detail, the applicant's proposed exchange program activity and shall demonstrate its prospective ability to comply with Exchange Visitor Program regulations. Accordingly, evidence of the organization's or the proposed Responsible Officer's experience in operating a successful business, including a minimum of one-year experience in international exchange, must be submitted. To adequately demonstrate the ability to administer an exchange program, applicants are requested to provide the following: 1) Biographical information (resume or curriculum vitae) for the proposed Responsible and Alternate Responsible Officer(s); and 2) detailed information on experience in the selection, screening, orientation, placement, and oversight of foreign nationals in exchange activities. The act of securing visas in itself does not adequately demonstrate the ability to administer an exchange program. The information provided should also specify the different types of visas that were used to carry out the international exchange.

2. Financial Requirements

Department regulations require that an applicant must demonstrate its ability to meet at all times the financial obligations and responsibilities attendant to successful sponsorship of exchange visitors. Applicants shall satisfy this requirement by submitting a current audit or compilation with "audit notes" prepared by an Independent Certified Public Accounting Firm.

Newly formed organizations must present a compilation (a balance sheet, statement of cash flows and all disclosures, revenues, expenditures, and notes to financial statements) prepared by an

independent Certified Public Accounting Firm demonstrating that the organization has been capitalized with sufficient funds to cover general operating expenses (rent, salaries, phones, equipment, etc.) as well as funds to cover the costs associated with an exchange (program fees, visa fees, application fees, fully-paid round-trip travel arrangements, prep-paid health insurance coverage, etc.). Designation of newly incorporated organizations/companies will be limited to one year and will require the presentation of the first year of operations year-end financials.

If you have questions regarding the application process or the regulations regarding the category of exchange in which you are interested, please call the office at 202 401-9810 and ask for the Program Designation Officer responsible for the category.

After printing the DS-3036 and before mailing the application to the Department, please ensure that:

1. The President or Chief Executive Officer of the organization has signed the application.
2. The Citizenship Statement for the proposed Responsible Officer (RO) has been signed and notarized.
3. The Citizenship Statement for each proposed Alternate Responsible Officer (ARO) has been signed and notarized.
4. A non-refundable fee of \$799, made payable to the Department of State has been attached.
5. A copy of a current audit report with "audit notes" prepared by an independent Certified Public Accountant Firm is enclosed. If the organization is newly formed, the applicant may submit, an audited financial statement or compilation prepared by an independent Certified Public Accountant Firm and documentation to show that the organization has been capitalized with sufficient funds to cover general operating expenses as well as sufficient funds to cover the costs associated with an exchange.
6. A copy of the medical insurance policy being offered to program participants is included.
7. An organizational chart and a list of the staff to be assigned to administer the exchange program is enclosed.
8. Sample copies of all pre-arrival, and arrival orientation information (22 CFR 62.10) to be distributed to program participants are submitted.
9. A copy of the application to be completed by a participant is included.
10. Copies of all agreements or contracts to be signed by program participants or third party organizations.
11. In addition, attach or append the following to your application, as applicable:
  - a. Articles of Incorporation (True Copy)
  - b. By-Laws (True Copy)



- c. State Charter (True Copy)
- d. Current Certificate of Good Standing or Current Certificate of Existence
- e. Copies of appropriate licenses required by Federal and State government
- f. Evidence of tax exempt status (Section 501 (C) (3) of the Internal Revenue Service Code
- g. Evidence of Accreditation if a post-secondary educational institution.

Secondary School Programs: If you are submitting an application for a Secondary School Program, please also provide:

- 1. Information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulations (62.25(d) (2).
- 2. Information/details on host family screening, selection, and placement as specified by regulations 62.25(j) and 62.25(l).
- 3. A copy of your organizations host family application for the prospective exchange visitor program.
- 4. Information regarding orientation to be provided to secondary school students and their host families, prior t the student's departure from their home countries and after students have arrived in the US (62.25(g) and 62.25(d)

Training Programs: If you are submitting an application for a Training Program, please also provide:

- 1. Written confirmation that potential trainees will be provided with the following general pre-arrival information
  - a. A written statement that clearly states the stipend, if any, to be paid to the trainees.
  - b. The costs and fees for which the trainee will be obligated.
  - c. An estimate of the living expenses during the duration of the trainees stay.
  - d. A summary of the training program that recites the training objectives and all significant components of the training program.
- 2. A training plan for each occupational category, training level (specialty or skilled non-specialty) and each training program duration (e.g. 6, 12, and 18 months) selected.
- 3. Notarized Certification of Training (22 CFR 62.22(f) (4) (i - iii)
- 4. A copy of a sample third party agreement (if applicable)
- 5. Name, address and telephone numbers of the third party organization(s) (if applicable)
- 6. A copy of the mid and final evaluation report forms.
- 7. A copy of your organization's application form that will be submitted by a potential trainee.

If applying for a flight-training program you must also include the following:

1. A copy of your flight school's FAA Certificate, which includes all ratings for flight training and must be provided under FAA Part 141 including the Airline Transport Pilot Certificate.
2. Documentary evidence of accreditation or proof of filing an Application for Accreditation for flight training.
3. A copy of the 1-20 Authorization Letter from the Immigration and Naturalization Service (INS) to illustrate prior experience in administering international exchanges.

The completed application along with the supporting documentation must be mailed to the Department of State at the following address:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4th Street, S.W., Room 734 (SA-44)  
Washington, DC 20547